



DEPARTMENT OF THE ARMY
UNITED STATES ARMY NORTH ATLANTIC TREATY ORGANIZATION
UNIT 21420
APO AE 09705-1420

ACEO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USANATO Policy Letter 18, Equal Opportunity Complaints

1. References:

- a. Section 1561, Title 10, United States Code (10 U.S.C. 1561), Complaints of Sexual Harassment: Investigations by Commanding Officers.
- b. AR 600-20, Army Command Policy, 13 May 2002.
- c. USANATO Policy Letter 13, *date*, Equal Employment Opportunity.
- d. USANATO Policy Letter 19, *date*, Equal Opportunity.

2. The Army equal opportunity (EO) complaint-processing system addresses allegations of unlawful discrimination or unfair treatment based on race, color, religion, gender, or national origin. Soldiers, civilian employees, and family members must be confident that their complaints will be addressed promptly and professionally. I will not tolerate any attempt to discourage anyone from filing a legitimate EO complaint, nor will I stand for any act of reprisal taken against anyone who files a complaint.

3. Leaders who receive an EO complaint will immediately contact their EO adviser (military) or equal employment opportunity (EEO) officer (civilian) for guidance and assistance. Commanders and supervisors will try to solve problems at the lowest possible level in the organization.

- a. AR 600-20 provides guidance on initiating and processing EO complaints by Soldiers. USANATO Policy Letter 19 provides guidance on handling complaints by civilian employees. Additionally, DOD or DA policy that implements 10 U.S.C 1561 and collective bargaining agreements may apply to civilian employee complaints of sexual harassment.

- b. If a resolution cannot be reached, complainants should notify their chain of command and seek advice from their supporting EO adviser or servicing EEO officer. Complaints should be referred to the chain of command, but may be made through other channels (such as the inspector general, provost marshal, chaplain, or staff judge advocate).

4. If a commander directs an investigation of a formal EO complaint filed against a field-grade officer or command sergeant major, the unit will notify the Equal Opportunity Office, USANATO. Formal complaints filed against general officers, promotable colonels, inspectors general, and high-ranking civilians will be referred through the USANATO Inspector General to the Department of the Army Inspector General.

This letter is available at <http://www.usanato.army.mil>.

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5. Leaders must make it clear that unlawful discrimination will not be practiced, condoned, or tolerated. For more information, contact the USANATO Equal Opportunity Office at DSN 423-3805.

6. This policy letter must be posted on official unit bulletin boards and placed in unit policy notebooks.

A handwritten signature in black ink, appearing to read 'DDM' with a stylized flourish at the end.

DAVID D. McKIERNAN
General, USA
Commanding

DISTRIBUTION:

A, B, and C